



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

**Jockvale Elementary School
Council Meeting Minutes**
Monday, January 28th, 2019

In the Chair

Crystal Logan – Chair

Meeting Participants

Attendees	Unable to Attend
<u>Executive Members</u> Crystal Logan – Chair Elise Currie – Secretary Krista MacIsaac – Treasurer Phil McKee – OCASC Rep Debbie Hameluck – Fundraising Chair Allyson Rayment – Communications Chair	<u>Executive Members</u> Jennifer Demone – Volunteer Coordinator Shannon McLaren – Vice-Chair
<u>Parent Members</u> Jane de Laat Andrew & Kelly Stanzel (sharing one position) Christianne Aussant/Leigh Golden (Sharing one position)	<u>Parent Members</u> Sarah Galbraith – Gave resignation Jan. 21/19 Neiroz Hagkhalil – Vacated position
<u>School Administration</u> Robyn Darragh – Principal Janis St. Germain – Vice Principal Brenda Feldbruegge – Office Administrator	<u>School Administration</u> Diana Taylor – Teacher Representative
<u>Other Parents</u>	
<u>Community Members</u>	

Approval of Agenda

Motion: To accept the agenda. 1st Chris Aussant, 2nd Krista MacIsaac. All in favour. Passed.



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Approval of Previous Minutes

Motion: To accept the December 2018 meeting minutes. 1st Krista MacIsaac, 2nd Andrew Stanzel. All in favour. Passed.

Chair's Report

Thanks for everyone's quick response about rescheduling the meeting.

Crystal and Shannon discussed decision making over e-mail and came to the agreement that we should avoid making decisions through e-mail at all costs. Moving forward, if you feel you need to get a response immediately, we will use the following procedure;

1. Reach out to Crystal or Shannon by phone to propose the idea. They will discuss with you whether or not it could wait until the next regular council meeting.
2. If you're moving ahead, we need to have consensus in terms of quorum which means a full response from all council members. Send a fresh e-mail (not in a chain) to all council members flagging that a response is needed.
3. If you receive one of the above e-mails and aren't sure of your decision, you can respond with a "no", or "let's wait to discuss".

Discussion: Can the Food Task Force approve their own events? Do we need more oversight on sub-committees since they are technically an arm of the council (in the case of an audit, the council would need to prove the funds are being handled properly). All of Council is responsible for the decisions made and these decisions fall back on the entire council (not just the sub-committee).

Should we create a new policy to address this moving forward? The new policy will be the following; Whether it's a sub-committee or general Council item, all major decisions need to be voted on by the entire council. The constitution will need to be changed to clarify the role and responsibilities of sub-committees (Article 9).

What decisions need to be brought to the council and what constitutes a major vs a minor decision? For the next two months until the constitution is changed, all things need to be voted on to at least get quorum. Motions need to be made and documented.

Motion: Any JESC affiliated event requires a vote by council. 1st Andrew Stanzel, 2nd Krista MacIsaac. One opposition, seven in favour. Motion passes.

Motion: To partner with Kiwanis for a fundraising event on February 22, 2019. 1st Chris Aussant, 2nd Phil McKee. All in favour. Passed.

Discussion: What happens to the food program schedule when there are snow days? Usually when food programs are cancelled on a snow day, they get pushed to the Friday of the same week. In this situation, the Friday was a PA Day, and re-scheduling on the Friday wasn't an



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option. As a result, half of the kids got hotdogs on the snow day. How are we moving forward with this and should the current policy be changed? If anyone has a suggested policy change, it can be brought forward at the next meeting. For now, we will continue with the current policy of pushing to the Friday.

The missed hotdog day will potentially be pushed to next Friday (Feb. 7th) if a volunteer can be found. Subway will be pushed to this Friday (Feb. 1st). Subway will need to be contacted to ensure they can switch days.

Principal's Report

Robyn Darragh

Some staffing updates including that a new halftime EA has been hired.

Makerspace is up and running and kids are reacting positively. More classes are signing up each week.

Relay Education was in speaking about solar power. IBM also came to the school to do workshops and they were impressed with Jockvale students' ideas and risk-taking).

Recent introduction of the food bowls was a learning process for everyone. Currently the bowls are brought down in the mornings, filled, and then re-filled if needed a second time during the day. Yogurt and cheese are kept in the fridge and distributed from the office at lunch. Behaviours in the office have reduced since the bowls started.

A great turnout at the Kinder info evenings (23 registrations so far). Almost all members of the Kinder team presented. Year 2 SK info night will be held in February and notice has already been sent out.

Running records with multiplication are being used.

Report cards go home Feb. 14th.

See full report in Appendix A.

Teacher's Report

Diana is not present tonight.

Treasurer's Report

Adjusted bank statement is \$26757.45.

When receiving School Cash on-line installment payments, Krista only gets student numbers (not names). It can become difficult to track when someone pays partially (for example a monthly payment instead of a full year payment) so a spreadsheet has been created to determine earned vs un-earned revenue. It looks like the balance is in the negative if someone

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is on a monthly payment plan and can become complicated if a monthly plan is cancelled mid-year. Some payments through School Cash On-line are being rejected; This will be discussed in more detail at the next meeting.

The profit report looks at all of our fundraisers and our annual total. YTD is the best indicator for where we are currently at.

Funds allocated from last year (\$13000 approx. amount)

See full report in Appendix B.

OCASC Report

Council will need to vote on the three questions that were raised at the recent OCASC meeting tonight. They wanted a vote at the meeting, but representatives wanted to take the issue back to their respective Councils first. Will OCASC approach PIC regarding this topic?

EDP fees will not be increased next year.

My Life Online is a Toronto based company that does presentations in the school which are geared towards grades 4-8. Would this be something we would want to pursue?

See full report in Appendix C.

Fundraising Report

Hot Chocolate fundraiser raised \$271.57 after expenses.

Movie Night - Kids picked The Grinch. Hoping for a better turnout this time.

Artrageous – Students make art on paper and it is printed on mugs, keychains, etc. We could photocopy the sheet instead of paying the 10 cents per page. The company sets a price and we determine the mark-up. There is no cost to council for this fundraiser and no minimum number of orders for us to participate.

Boston Pizza Night – We would need a strong admin/teacher presence (5-6 teachers are definitely needed). The role of the teachers needs to be defined (are they just delivering the food?). Usually there are two sittings which could be split up into primary and secondary.

Chocolate bar sales – Do we want to move forward? This could be our biggest fundraiser, but it's also the one with the most risk since we have to order the chocolates first and then sell them. Are there any options to send un-sold chocolates back, or could we order in rounds?

Kiwanis Club Trivia Night – It's not a 19+ event so kids could come if a family wanted to come together. Numbers are needed to give the organizers and restaurant an idea of what to expect. Teams will respond to Jockvale Council so that we can get an idea of how many people



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are attending. Usually we get Sens tickets to use in a fundraiser. Could we do a raffle for these at the trivia night to draw in more people?

Motion: Council will run the following events; Artrageous, Vesey Bulbs, Boston Pizza Night, as well as look into getting the Sens tickets for the Kiwanis Trivia Night. 1st Krista MacIsaac, 2nd Debbie Hameluck. All in favour. Passed.

See full report in Appendix D.

Food Task Force Report

There has been a huge demand for the food bowls in the classrooms and it's great news that behaviours have gone down. After having them in the school for a couple of weeks we are starting to get an idea for how much food is needed. Currently the following is being purchased weekly: 40lbs of apples, 15lbs of bananas, plus perishables (yogurt, cheese, etc.) which is approximately \$85. More donations will be needed to keep this running and we are in the process of reaching out to local stores. The Barrhaven Loblaws manager Manny mentioned he's willing to increase their donation which is great.

Can the Food Task Force ask for funds to buy gift cards instead of paying out of pocket cash?

Any Other Business

Teacher Reimbursements – the form for submitting them is due on Feb. 20th. As of last week, no reimbursements have been received.

What are our fundraising objectives and priorities for the year? Will we focus on the outdoor shade structure, stem initiatives/makerspace, alternate learning spaces (mobile desk, stand desk, etc)? Could the alternative learning spaces be presented at the next staff meeting for feedback?

Shade Structure Committee – This objective has been 3 years in progress and more information is still needed before we can move forward. If this is a community project, can we get help from people in the community? Could we have Phil and Chris reach out to their contacts to donate services or does all of the work need to go through the board? So far, a possible location has been selected and the board has presented two options.

OCASC Vote

Motion 1: 7 in favour, 0 against, 1 abstention.

Motion 2: 7 in favour, 0 against, 1 abstention.

Motion 3: 7 in favour, 0 against, 1 absence.

Purchase of age appropriate books for library still needs to be discussed.



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Motion for Allocation of Funds

Motion: To allocate \$600 to purchase gift cards from grocery stores that can be used weekly to purchase food for the food bowls. The \$600 will be split as follows: \$200 at Sobeys, \$200 at Loblaw's and \$200 at Costco. 1st Chris Aussant, 2nd Krista MacIsaac. All in favour. Passed.

Motion: To allocate \$2203.44 to purchase the following items from the Makerspace wish list: Makey Makey, Keva Planks, Cubelets, and Green Screen Accessories. These funds will be drawn from the following categories: Makerspace funds (approx. 444.18), McDonald's Night Funds (\$1521). The remaining \$300 will be allocated from the general fund. 1st Krista MacIsaac, 2nd Debbie Hameluck. All in favour. Passed.

Motion: To allocate \$300 to fund the upcoming Movie Night. 1st Debbie Hameluck, 2nd Krista MacIsaac. All in favour. Passed.

Adjournment

Motion to adjourn. 1st Jane de Laat, 2nd Chris Aussant. All in favour. Passed.

Next Meeting

Date: Wednesday, February 27th, 2019.

Agenda: To be set by Chair



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Appendix A – Principal's Report

PRINCIPAL REPORT- JANUARY 2019

Thank you for joining us for the first School Council meeting of 2019.

STAFFING UPDATES

We welcome **Stephanie Milette** to the Jockvale Team. Stephanie is our new half-time Educational Assistant.

Gay Stonehouse is currently on leave. **Kevin MacTavish** has assumed the teaching responsibilities in Room 20.

Michelle Brander has been hired to assist **Kathryn Ross** with her gradual return to work. She will be with us full-time until the March Break.

UPDATES ON STEAM AT JOCKVALE

-Our Makerspace has been up and running for several months now and each week more classes sign up for a visit. We will be providing our staff with some opportunities to familiarize themselves more with this new learning space at our February Staff Meeting and to discuss how the activities fit into the curriculum.

-Our grade 5 and 6 students learned about solar energy through activities led by Relay Education. They conducted experiments to determine at which angles solar panels will produce the most electricity, and which colours on the light spectrum produce the most electricity. They finished off by experimenting with solar powered cars.

-Each class has been given the opportunity to select a hands on Scientists in School workshop to enhance the learning taking place in the classroom. We are using the voluntary student fees funds for this purpose.

-IBM joined us on January 14th. Two of our classes created projects using electronic snap circuits and two other classes learned about the process of design thinking. Thank you to Shannon for making this connection for us.

-While just in the initial brainstorming phase, we are hopeful of showcasing our STEAM advancements during Education Week.

SKI DAYS

For those junior students who have elected to go skiing this winter, the ski dates are:

Monday, February 11th.
Tuesday, February 19th and
Monday, February 26th



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FOOD BOWLS

Thank you once again to Council and to the Food Task Force for ensuring that healthy food is available to our students. The data gathered after the first week was a reduction in office referrals for behaviour issues. We hope to be able to track this more closely as the program continues..

We have come up with a system that seems to be working well.

1. On Monday, after the morning announcements, each class is invited to bring their bowl to be filled up.
2. Throughout the week, as bowls empty, a student representative will bring the bowl to the office where we replenish the supplies.
3. As we begin to run out of food, we email members of the Food Task force.
4. Only fruit and bars are put in the classroom bowls.
5. Cheese and yogurt are kept in the office fridge and distributed at lunch time, if students come to the office.

We will continue to update Council with our progress and share any issues that surface.

2019-2020 SCHOOL YEAR

It is now officially that time of year when we live in two school years.. We have the day to day events of the current school year, yet we begin the registration process for the next school year.

Last week, on Wednesday, we hosted our Kindergarten Information Evening. Almost the entire Kinder team was on hand to explain the 50/50 Bilingual Kindergarten Program to parents new to Kindergarten. The official registration period is from January 21 to January 28, but parents can register at any time either in person or online.

We have reached out to our parents of Year Two (5K) students to find out their program choice for Grade 1. Parents have been asked to share their initial thinking via Google Form, about following the English or Early Immersion pathway. We will send home paper copies to those families who do not respond electronically. We will be hosting a Jockvale Information Session on February 6th.

We have also reached out to our grade 6 families to find out their intent for Grade 7 so that we can provide accurate information to Cedarview and Longfields.

SCHOOL LEARNING PLAN

As you are aware, our Grade 1-4 Math teachers learned how to do a Running Record of Math Fundamentals. They focused on addition with their students. We are pleased to share that on Tuesday, January 15th, our grades 5 and 6 teachers have learned how to administer a Running Record as well. They are focusing on multiplication with their students. They will then create their Math games to use them as targeted interventions to support learners. We look forward to sharing the new games at an upcoming Council meeting.



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Appendix B – Treasurer’s Report

JESC Treasurer Report - January 26, 2019
December 17, 2018 to January 26, 2019
General Ledger of Account Activity

Date	Description	Withdrawals	Deposits	Balance
	Balance from Last Statement			\$ 26,113.21
2018-12-19	Pizza Day - Dec 17 (2126)	\$ 174.02		\$ 25,939.19
2018-12-19	Holiday Hampers (2127)	\$ 153.82		\$ 25,785.37
2018-12-19	Holiday Hampers (2128)	\$ 272.50		\$ 25,512.87
2018-12-19	Hot Dogs, Pizza Program (2129)	\$ 111.55		\$ 25,401.32
2018-12-20	Holiday Hampers (2130)	\$ 59.16		\$ 25,342.16
2019-01-09	Subway Day - Dec 20 (2131)	\$ 127.80		\$ 25,214.36
2019-01-09	Pizza Day - Jan 7 (2132)	\$ 186.45		\$ 25,027.91
2019-01-14	Subway Day - Jan 10 (2133)	\$ 130.05		\$ 24,897.86
2019-01-15	Hot Dog Program (2134)	\$ 27.50		\$ 24,870.36
2019-01-15	Holiday Hampers / Food Task Force (2135)	\$ 115.97		\$ 24,754.39
2019-01-15	Jingle Jangle, Holiday concert, Hot Dogs (2136)	\$ 95.02		\$ 24,659.37
2019-01-15	Pizza Day - Jan 14 (2137)	\$ 186.45		\$ 24,472.92
2019-01-15	Holiday Hampers (2138)	\$ 45.76		\$ 24,427.16
2019-01-16	Holiday Concert		\$ 304.90	\$ 24,732.06
2019-01-16	Food Task Force Donations		\$ 885.00	\$ 25,617.06
2019-01-16	Pizza Opt-in		\$ 63.00	\$ 25,680.06
2019-01-17	Withdraw from Hot Dogs (2139)	\$ 50.20		\$ 25,629.86
2019-01-19	Subway Day - Jan 16 (2140)	\$ 138.20		\$ 25,491.66
2019-01-21	Food Programs		\$ 209.08	\$ 25,700.74
2019-01-21	United Way		\$ 36.00	\$ 25,736.74
2019-01-22	Food Task Force (2141)	\$ 205.49		\$ 25,531.25
2019-01-24	Pencil Sharpeners (2142)	\$ 333.47		\$ 25,197.78
2019-01-24	Hot Dogs and Pizza (2143)	\$ 138.61		\$ 25,059.17
2019-01-24	Pizza Day - Jan 21 (2144)	\$ 186.45		\$ 24,872.72
2019-01-26	Little Caesar's		\$ 80.00	\$ 24,952.72
2019-01-26	Pizza Program		\$ 318.57	\$ 25,271.29
2019-01-26	Hot Dog Program		\$ 228.95	\$ 25,500.24
2019-01-26	Subway Program		\$ 267.21	\$ 25,767.45
2019-01-26	Food Task Force		\$ 790.00	\$ 26,557.45



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Bank Reconciliation

TD Home Apply My Profile Logout Site Search

TD My Accounts Contact Us Products & Services Markets & Research Life Planning

Accounts

- Personal Accounts
- Small Business Accounts
 - View Accounts
- Statements & Documents
- Communications
- Session History
- Order Foreign Currency
- Pay Bills

Account Activity

Help | Print | Print with Letterhead

Choose the right savings account. [Account Selector Tool](#) >>

Account: CHEQUING SAVINGS ACCOUNT NON-PERSONAL - 733 \$27,761.51

Current Balance \$27,761.51	Available Balance \$27,761.51
--	--

Balance Date: Jan 26, 2019

View: All Transactions

30 days | 60 days | 90 days | 120 days

+ Search by Month (up to 18 months)

Balance Shown on bank statement	\$ 27,761.51
Add:	
Float	\$ 200.00
Deduct cheques not yet cashed:	
2127 Crystal Logan	Holiday Hampers \$ 153.82
2133 SRI ANNAPURNA INC.	Subway Day - Jan 10 \$ 130.05
2134 Jennifer Demone	Hot Dog Program \$ 27.50
2138 Elise Currie	Holiday Hampers \$ 45.76
2139 Cheryl McDowall	Withdraw from Hot I \$ 50.20
2140 SRI ANNAPURNA INC.	Subway Day - Jan 16 \$ 138.20
2142 Jockvale Elementary School	Pencil Sharpeners \$ 333.47
2143 Debbie Hameluck	Hot Dogs and Pizza \$ 138.61
2144 1850688 ONT INC	Pizza Day - Jan 21 \$ 186.45
Adjusted Bank Statement Balance	\$ 26,757.45

Balance shown in school council records	\$ 26,557.45
Add:	
Float	\$ 200.00
Deduct:	
Adjusted school council Balance	\$ 26,757.45



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Cash Available - January 26, 2019

School council bank balance \$ 26,557.45

Ear-marked Cash

Outdoor Features	\$ 1,676.00
Makerspace - remaining	\$ 444.18
Food Prog Slush Fund	\$ 1,181.07
STEM Initiatives (McDonald's Night)	\$ 1,521.00
Teacher Reimbursements	\$ 4,000.00
Food Task Force	\$ 1,093.87
Board Games	\$ 500.00
Unearned Pizza Revenue	\$ 3,615.82
Unearned Hot Dog Revenue	\$ 2,142.67
Unearned Subway Revenue	\$ 2,236.59

Total allocated Funds \$ 18,411.20

Cash Available \$ 8,146.26

Profit Report - September 1, 2018 - January 26, 2019

Item	2018-09-01			2018-10-31			2018-11-01			2018-11-30			2018-12-01			2018-12-31			2019-01-01			2019-01-26			Year to date		
	Expense	Revenue	Profit	Expense	Revenue	Profit	Expense	Revenue	Profit	Expense	Revenue	Profit	Expense	Revenue	Profit	Expense	Revenue	Profit	Expense	Revenue	Profit	Expense	Revenue	Profit	Expense	Revenue	Profit
Food Programs																											
Pizza	\$ 1,033.63	\$ 1,563.77	\$ 530.14	\$ 705.68	\$ 1,198.19	\$ 492.51	\$ 533.29	\$ 879.30	\$ 346.01	\$ 564.40	\$ 753.33	\$ 188.93	\$ 2,837.00	\$ 4,394.59	\$ 1,557.59												
Hot Dogs	\$ 512.80	\$ 943.46	\$ 430.66	\$ 259.17	\$ 598.01	\$ 338.84	\$ 147.82	\$ 459.35	\$ 311.53	\$ 188.56	\$ 358.93	\$ 170.37	\$ 1,108.35	\$ 2,359.74	\$ 1,251.39												
Subway	\$ 743.80	\$ 880.42	\$ 136.62	\$ 668.90	\$ 800.95	\$ 132.05	\$ 387.90	\$ 543.22	\$ 155.32	\$ 268.25	\$ 232.89	\$ 35.36	\$ 2,068.85	\$ 2,457.48	\$ 388.63												
Popcorn Fridays	\$ 94.08	\$ -	\$ 94.08	\$ 116.98	\$ 541.00	\$ 424.02	\$ -	\$ 538.35	\$ 538.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Lunch Lady	\$ -	\$ -	\$ -	\$ -	\$ 144.35	\$ 144.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Food Task Force	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 251.84	\$ 1,675.00	\$ 1,423.16	\$ 251.84	\$ 1,675.00	\$ 1,423.16												
Sub-Total	\$ 2,384.31	\$ 3,387.65	\$ 1,003.34	\$ 1,750.73	\$ 3,282.50	\$ 1,531.77	\$ 1,069.01	\$ 2,420.22	\$ 1,351.20	\$ 1,273.05	\$ 3,020.15	\$ 1,747.10	\$ 6,477.10	\$ 12,110.51	\$ 5,633.41												
Events																											
McDonald's	\$ -	\$ -	\$ -	\$ -	\$ 1,521.00	\$ 1,521.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,521.00	\$ 1,521.00												
Halloween Dance	\$ 835.21	\$ 2,048.55	\$ 1,213.34	\$ -	\$ 20.00	\$ 20.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -												
Science Night	\$ -	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -1,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -												
Movie Night	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245.70	\$ 580.00	\$ 334.30	\$ -	\$ -	\$ -	\$ 245.70	\$ 580.00	\$ 334.30												
Sub-Total	\$ 835.21	\$ 2,048.55	\$ 1,213.34	\$ 1,250.00	\$ 1,541.00	\$ 291.00	\$ 245.70	\$ 580.00	\$ 334.30	\$ -	\$ -	\$ -	\$ 2,330.91	\$ 4,169.55	\$ 1,838.64												
Fundraisers																											
Little Caesar's	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,144.00	\$ 1,144.00	\$ -	\$ 80.00	\$ 80.00	\$ -	\$ 1,224.00	\$ 1,224.00												
Jingle Jangle	\$ -	\$ -	\$ -	\$ 12.71	\$ -	\$ -12.71	\$ 89.27	\$ 2,032.05	\$ 1,942.78	\$ -	\$ -	\$ -	\$ 101.98	\$ 2,032.05	\$ 1,930.07												
Holiday Concert	\$ -	\$ -	\$ -	\$ 8.99	\$ -	\$ -8.99	\$ 24.34	\$ 304.90	\$ 280.56	\$ -	\$ -	\$ -	\$ 33.33	\$ 304.90	\$ 271.57												
Donation	\$ -	\$ 42.00	\$ 42.00	\$ -	\$ 91.00	\$ 91.00	\$ -	\$ -	\$ -	\$ -	\$ 36.00	\$ 36.00	\$ -	\$ 169.00	\$ 169.00												
PIC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00												
Sub-Total	\$ -	\$ 42.00	\$ 42.00	\$ 21.70	\$ 91.00	\$ 69.30	\$ 113.61	\$ 3,980.95	\$ 3,867.34	\$ -	\$ 116.00	\$ 116.00	\$ 135.31	\$ 4,229.95	\$ 4,094.64												
Total	\$ 4,054.73	\$ 7,484.75	\$ 3,430.02	\$ 4,272.43	\$ 6,364.50	\$ 2,092.07	\$ 1,674.01	\$ 7,061.17	\$ 5,387.15	\$ 1,273.05	\$ 3,100.15	\$ 1,827.10	\$ 11,274.23	\$ 24,010.56	\$ 12,736.33												

* Revenue from School Cash Online for food programs has not yet been received for January



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JESC Food Program Calculations (2018-19)

Calculation of earned versus un-earned revenue

Revenues from food programs are divided into the portion that was earned, meaning the food items have been consumed and the unearned revenue for future weeks of the program. The unearned revenue is separated to ensure there are always adequate funds to pay for food programs. This also ensures that if a food program is cancelled or someone opts out of a program there are the necessary funds to provide reimbursements.

Earned revenue is calculated as the number of weeks of a program times the cost per week. Unearned revenue is the remainder of the initial payment made. This calculation is easily applied as payments that are made in full when someone signs into the program. For example, say the cost of the food program is \$3 per week and it runs for 10 week, 4 weeks in month 1 and 3 weeks in each of months 2 and 3. So the total cost is \$30. The profit from the first month is \$12 and the remaining \$18 for the initial payment is held as unearned revenue. In months 2 and 3 no additional payments are made and proceeds are moved from unearned to earned revenue. This is shown in the first two rows of the table below.

Example of food program calculation

Student	Type	Month 1			Month 2			Month 3		
		Payment	Earned	Unearned	Payment	Earned	Unearned	Payment	Earned	Unearned
1001	Full	30	12	18	0	9	9	0	9	0
1002	Full	30	12	18	0	9	9	0	9	0
1003	Partial	15	12	3	15	9	9	0	9	0
1004	Partial	10	10	-2	10	10	-1	10	9	0

When payments are made by installment through school cash online then the payment may not match the earned revenue as determined by the number of weeks and the cost. School cash online allows the payee to select the number of payments and will equally divide the cost among the number of payments. All payments are set to withdraw on the first of the month. When multiple payments are made the earned revenue in a given month may be less than expected. This is illustrated in the lines with the partial payments in the above table. Student 1003 makes two equal payments of \$15 in months 1 and 2. In this case the payments cover the expected monthly revenue. However, student 1004 makes 3 equal monthly payments of \$10. The expected revenue for month 1 is \$12, so there is a deficit of \$2 for this student. The deficit reduces with the payment in month 2 and is gone by month 3. The earned revenue in month 2 is the entire \$10 payment as it covers the current monthly cost of \$9 and \$1 of the deficit cost from month 1.

The monthly profit report statements reflect the sum of the earned revenue from all students. The unearned revenue is the sum of the values greater than \$0. In the example the earned revenue from months 1, 2 and 3 is \$46, \$37, \$36. This does not match the expected revenue based on the cost and number of weeks, but it reflects the cash available to the school council at the time. The annual estimates will show the proper total payment and are hence a better indicator of profit.

The largest implication of the installment payments by school cash online is how to deal with students who withdraw from a food program as they may have not yet paid enough to cover the weeks for which they were part of the program.

Assistance for Food Programs

At the end of the 2017/18 school year the school council allocated \$1,500 to offer financial assistance for food programs to students in need. The funds allocated to financial assistance are debited the cost of the item to the school

Visit: [Jockvale Elementary School Council](http://JockvaleElementarySchoolCouncil.org)

Final – Approved February 27th, 2019.



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School District: OCDSB

JESC Meeting Minutes

council rather than the cost to participate in the program. The cost per week and per year for each program is given in the table below. The cost for hot dogs was calculated as slightly less than \$1 based on the expenses from September to December, but the value was rounded to \$1 for the ease of calculation.

Food Program	Cost per week	Cost for 2018/19 Year
Pizza	\$1.55 / slice	\$51.15
Hot Dogs	\$1 / hot dog	\$37.00
Subway 4 inch	\$2.83 / sub	\$104.71
Subway 6 inch	\$4.06 / sub	\$150.22

When a student is offered financial assistance, the entire cost is deducted from the allocated funds. The funds for future weeks / months of the program are held in unearned revenue to ensure the funds are always available when the food is purchased.

As of January 22, 2019 there was 1 student receiving assistance for pizza, 2 for hot dogs and 1 for subway.

Appendix C – OCASC Report

The January meeting was held on the 17th of January and everyone was welcomed back after almost a two month break to the new year with great anticipation and excitement to fulfill any prior discussions that were postponed from previous meetings.

The Agenda was really anything but what was expected. The meeting started off with a Welcome from the Co-chairs and after the brief formalities of the Approval of the Agenda & Meeting Minutes, the floor was opened up for a 30 min slot allocated to Roundtable Discussions (ie. Board's Priority Setting, comments on the province's reply to the Building Better Futures Together Survey, etc.....) The 30 mins quickly tuned into 80 mins after a long discussion over a couple topics. Some will need to be addressed this evening's meeting. One's school OCASC member made a motion for OCASC to represent the schools. She is very passionate about this topic, however I would need to present certain questions to the school council prior to voting in the next meeting which will be presented this evening. The results will determine if OCASC is to approach PIC to pursue the said topic.

I will present the 3 draft motions that we will need to vote on so that I can represent Jockvale at the next OCASC meeting. We can decide how we wish to perform this at the meeting.

We had to rush through the rest of the meeting however topics of interest for our school would be that it was discussed at COW that EDP fees will not be raised the upcoming year as per their report.



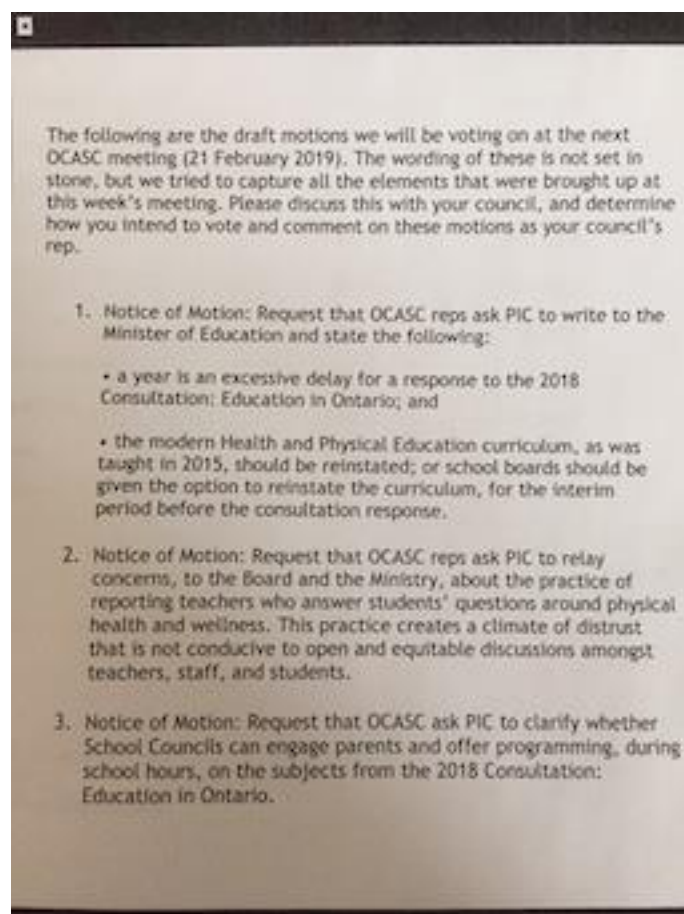
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One topic that might interest the committee is a company that is called MyLifeOnline. Their home page title is: Let's Teach Kids to be Safe, Smart & Kind Online. They are based in Toronto but are able to do a presentation remotely to school in the NCR. They gear this presentation to Gr. 4 to Gr. 8.

Thank you,

Phil McKee





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Appendix D – Fundraising Report

January Fundraising Report

Hot Chocolate/Coffee Fundraiser - this fundraiser was a huge success after expenses \$271.57 was raised

Movie Night - the next Movie night is Feb 8. The chosen movie is The Grinch

Artrageous Program - Offered by budding artists. I have met with Robyn, she expressed that this can be facilitated with teacher support. I need to order the kits ASAP so we need to make a decision this meeting!

Description: Every child participates in art creation, art creation is facilitated by the teachers. Once art is complete it is sent home in an order envelope. A catalogue of products is included for parents to choose from 20 products to preserve their child's artwork. A minimum of 25% of sales will go back to Jockvale. Some products that would be available to purchase are t-shirts, mugs, key chains, fridge magnets, necklace and many other items.

Vessey Bulbs - do we want to move forward with this fundraiser? If so could someone step up and take this on?

Description: catalogs are distributed to each student and parents may place an order for spring bulbs themselves or have family and friends place an order. Order forms will be sent out in March, with a due date in April so that bulbs are ideally received before the May long weekend.

Boston Pizza Night - do we want to move forward with this event? In the past families seem to enjoy this fundraiser. In order for this event



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to be successful it would require strong teacher/admin support as families look forward to interacting with their children's teachers and the admin team!

Description: teachers and admin team are invited to serve for the night to add excitement for the students. Boston pizza will also have staff to shadow them. 10% of sales will go to Jockvale. Proceeds from two years ago was \$526.97 3 years ago this was a sold out event, it is imperative to have early staff commitment so Council can advertise what teachers will be there at what time, to get the kids/families excited to attend. Jockvale did not do this fundraiser last year.

We have an ongoing fundraiser with Boston Pizza when families eat in they can write on the back of the receipt Jockvale E S and Boston Pizza donates 10% of the bill

Chocolate bar sales - do we want to move forward with this fundraiser. This has the potential to be our biggest fundraiser but has the most risk.

Description: Students will sell chocolate bars to family and friends. The company suggests that if 200 students sell one box each the potential profit is \$10000.00.